



Ravensdale Junior School

COVID-19 Behaviour Policy Addendum

Effective from 1st June 2020

1. Context

From 1st June 2020, school will be opening to some pupils in key year groups. This phased reopening of schools will begin with Y6:

- As of 6th July 2020 year 3,4 and 5 children are invited to attend, along with key worker and vulnerable children from year 6.

Comprehensive guidance can be found on the Department for Education Website or by clicking <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

This guidance was published on 14th May 2020.

As such, it will be appropriate for schools to make alterations to their Behaviour Policy and associated practices. This addendum to **Ravensdale Junior School's Behaviour Policy** sets out such changes in relation to Annex A of the aforementioned DfE Guidance, namely:

- following any altered routines for arrival or departure
- following school instructions on hygiene, such as handwashing and sanitising
- following instructions on who pupils can socialise with at school
- moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
- expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands
- tell an adult if you are experiencing symptoms of coronavirus
- rules about sharing any equipment or other items including drinking bottles
- amended expectations about breaks or play times, including where children may or may not play
- use of toilets
- clear rules about coughing or spitting at or towards any other person
- clear rules for pupils at home about conduct in relation to remote education
- rewards and sanction system where appropriate

Foreword:

For many of our children, school is a safe haven; a place where they can come to feel safe, secure, loved and cared for.

On 20th March 2020, school life for many young people changed. Both children and parents found themselves working in unprecedented circumstances where children were learning from home and parents were teaching their children from home.

For many, this situation compounded an already difficult home-life.

We must bear in mind when applying this Addendum that our children have had no formal education for upwards of 8 weeks at the time of writing this document. This, in turn, could mean a breakdown of routines, a lack of structure and heightened anxiety for many children and families.

Although we must apply the new procedures and protocol consistently for the safety of all, some allowances should be made for those children who may particularly struggle with re-joining school.

It is crucial that, for these children, time has been spent before the 1st June, planning their provision carefully. Communication should be made with parents of these children and indeed the children themselves beforehand.

Whilst exclusion remains an option in the behaviour management toolbox of all Headteachers, the decision to exclude a child from school having not had them in school for upwards of 8 weeks should not be made lightly. It falls to us to ensure that provision is as appropriate as it can be for our young people and that we anticipate any potential triggers – “if we can predict it, then we can prevent it.”

However, this Addendum indicates two scenarios where Exclusion is an appropriate sanction.

0. General points of note.

- Breakfast and Afterschool clubs will continue but priority will be given to Key Worker children, and is capped at 10 children per session.
- All children attending school should bring a packed lunch.
- All “bubbles” will have a walkie-talkie. These will remain in the “bubble” and be sanitised for lunchtime staff.
- All Senior Leaders will have a walkie-talkie.
- The Site Manager will have a walkie-talkie.
- These should be switched on at all times during the school day and set to Channel 8.

1. Following any altered routines for arrival or departure:

- Children must be dropped off at the designated drop off point at the time indicated in the letter sent by the Headteacher.
- Adults must remain outside the school gates unless there is a significant reason to enter the Main Entrance Area. Only 1 adult should drop off.
- Children must make their way into the school building immediately.
- Upon entering the building, children should use the antibacterial hand gel at the first hygiene point they arrive at.
- At the end of the day – at the time indicated in the letter sent by the headteacher - children will be brought to the designated collection point.
- Adults must remain outside the school gates at a social distance of 1m+. Only 1 adult should collect.

2. Following school instructions on hygiene, such as handwashing and sanitising:

- Upon entering the building, all persons must use the antibacterial hand gel provided.
- Children must wash their hand regularly for at least 20 seconds using soap and warm water.
- Children must use the dryers where available or disposable paper towels to dry their hands and ensure these are placed into the nappy sack, tied up and put directly into a bin when they have finished.
- In areas where soap and water is not readily available, children should use the antibacterial hand gel.

3. Following instructions on who pupils can socialise with at school:

- Children must remain with the children and adults in their “social bubble”.
- There will be 15 or less children in each bubble and 2 adults.
- “Social bubbles” will eat their lunch in their allocated classroom.
- The dinner hall will not be used.
- There will be no assemblies.
- There will be no collective worship.
- The staff room will continue to be used but staff must remain socially distanced with 4 staff around the table and 4 staff in the seating area.

4. Moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)

- Ravensdale Junior School now operates a one-way system to move around school.
- All children and adults must adhere to the signage both on the floor and the walls.
- It is vital that children and adult adhere to the 1m+ social distancing rule and, as such, the floors are marked in 2 m gaps.
- Adult should role-model the expectations around maintaining this distance.
- Moving around school should be kept to a minimum.
- When moving around school, one adult should go at the front of the line and one adult should remain at the back of the line.
- Should a child not maintain the 1m+ social distance, they should be reminded to use the markers on the floor to help them and given a Verbal warning.
- Should a child deliberately defy the 1m+ social distance rule, Amber warning, which should be recorded on Scholar Pack under the incident type “COVID19 – not following social distancing rules.
- This should also be reported to the Lead in the “bubble” who will inform parents.
- When moving around school, children should be encouraged not to touch their surroundings and walk with their hand by their sides – unless this poses a health and safety risk (i.e. handrails).
- Before eating their lunch, and following playtime outside, children should wash their hands with soap and water for 20 seconds, again using the hand dryers or papers towels as previously specified.

5. Expectations about sneezing, coughing, tissues and disposal (‘catch it, bin it, kill it’) and avoiding touching your mouth, nose and eyes with hands

- All children and adults should be encouraged to follow the current PHE guidance on hygiene.
- Tissues are readily available in all “bubbles” and children should be encouraged to use them.
- Tissues should only be used once and should be immediately placed in a nappy sack, tied at the top and placed in the bin provided.
- Where a child coughs or sneezes without a tissue (i.e. into their hand) they must be made to wash their hands with soap and water for at least 20 seconds.
- Children should be encouraged not touch their face, nose or eyes.
- Where a child is seen doing so, they should be encouraged to wash their hands for at least 20 seconds with soap and water.

6. Rules about sharing any equipment or other items including drinking bottles:

- Children will bring lunch boxes and water bottles into school daily. These must be thoroughly cleaned at home before being refilled for the next day.
- If a child has specific equipment that is part of their provision, this should be disinfected upon arrival at the first hygiene station.
- Water bottles can be refilled during the day at the nominated area for each “bubble”. Only one child may do this at a time, and they should wash their hands prior to refilling.
- Children should not be asked to fill any other child’s water bottle.
- Children may bring their own stationary into school, but this must be restricted to basic items indicated below. This must then be left in school on their own workstation.
- Children who are unable to do this will be given their own pack of equipment which will include:

1. A pen and pencil

2. A ruler
 3. A pencil sharpener
 4. A selection of coloured pencils and/or pens
 5. A glue stick
6. These packs should be labelled with the child's name and will be kept on their workstation.
 7. Children must not swap equipment with each other.
 8. Children must not remove their stationery pack from their allocated classroom.

7. Amended expectations about breaks or play times, including where children may or may not play

- **Rules around social distancing apply at all times.**
- Each "social bubble" will have allocated time on the playground, which is staggered to avoid "social bubbles" coming into contact with one another.
- Each "social bubble" will have their own equipment to use when outside. This should be wiped down and stored back in the container before coming back into the building.
- Children should remain in their allocated section of the playground with their "social bubble".
- Should a child remain in their allocated area, they should be reminded and asked to come back.
- Any child deliberately defying this rule should be issued an Amber warning and asked to stand by the wall.
- This should be recorded on Scholar Pack under the incident type "COVID19 – not staying in allocated playground area."
- This should also be reported to the Lead of the "bubble" who will inform parents.
- At lunchtime, "social bubbles" will eat their lunch in the allocated classroom with a Midday Supervisor managing the children.
- The same principles apply for lunchtime as indicated above for play time.

8. Use of toilets

- **Usual toilet hygiene rule apply – wash your hand with soap and water thoroughly after going to the toilet.**
- Each "bubble" will have a designated toilet block, which should be used when needed.
- Children must not travel to another area of school to go to the toilet.
- Children must be allowed to go to the toilet as needed, however, only one child from a "social bubble" should be allowed to go at any one time, regardless of gender.
- Upon re-entering the classroom, children should use the antibacterial hand gel provided.

9. Clear rules about coughing or spitting at or towards any other person

- Deliberately coughing or spitting towards any other person is a clear breach of the school's established Code of Conduct and, as such, will not be tolerated.
- The SLT should be contacted immediately via walkie-talkie if any child exhibits such behaviour.
- The child will be removed from class to discuss the incident. They will be given a Red warning and expected to attend lunchtime support in the community room.
- SLT to call parents immediately.

- If behaviour persists, the child may be excluded for a fixed period of time determined by the most senior member of staff in school.

10. Rewards and sanction system

- **The usual Good to be Green reward and sanction system still applies.**
- **The school rules have been amended accordingly. See Appendix 1.**
- Class Dojo point should be given out regularly and consistently.
- Any repeated instances of poor behaviour should be reported to the SLT for further consideration of risk assessments, “bubble arrangements” and whether school is the best place at present for the child, and whether the home environment is more suitable.
- Four new incidents have been created to monitor specific COVID19 related behaviours on scholar pack:
 1. COVID19 – Not following social distancing rules.
 2. COVID19 – Not staying in allocated playground area.
 3. COVID19 – Refusal to wash hands or equipment.
 4. COVID19 – Deliberate coughing and/or spitting.

11. Tell an adult if you are experiencing symptoms of coronavirus

- If a child becomes unwell they must report this to an adult immediately.
- If the child is showing signs of COVID19 – a temperature or new consistent cough – they should be escorted - at a social distance - to the COVID19 isolation room. Parents of the child should be called immediately and they should follow the current Government Self-Isolation Guidance.
- If the child has a sibling in school, they should also be sent for.



Our School Rules

Remain at a distance of 1m+ from others around you.

Always consider others – These are unusual times for us all, and someone may feel worried, stressed or unhappy.

Very thorough hand washing will help us all to keep safe. 20 seconds with soap and water or use the hand gel.

Everything you bring into school must remain in your work area.

Never ignore the instructions staff give you.

Stay safe by remaining in your "bubble"

